



# UC HASTINGS

COLLEGE OF THE LAW

EST. 1878

The University of California Hastings College of the Law was founded in 1878 as the law department of the University of California and was the first law school in California. Over the years, it has built a legacy and reputation of being a preeminent institution comprised of renowned faculty committed to the study of legal theory and research, preparing students for careers in the judicial system, public service, and industry.

The College is redefining legal education through an experiential, interdisciplinary, and international approach to the law. By integrating rigorous academics with hands-on practice, the College is preparing its graduates to tackle modern legal challenges.

## Instructional Technology Engineer Educational Technology Department

**Classification:** Level 3 / Class Code 1540 / Non-Exempt / Full-Time / Benefited / Represented

**Hiring Salary Range:** (commensurate with qualifications)

**Posting Date:** December 8, 2017

### THE ROLE

Under the supervision of the Deputy CIO, Instructional Technology Engineer will provide engineering support to troubleshoot, maintain and repair AV/IT related systems in classrooms, lecture halls, meeting spaces and other facilities. The applicant will also assist in the installation of AV/IT systems and related equipment across the UC Hastings campus.

Required duties include but are not limited to rapidly respond to classrooms, lecture halls and meeting spaces for immediate troubleshooting, repair and/or training necessary to assist with the presentation of multimedia materials. This may include projection systems, audio systems, annotation systems, podium systems, customized classroom technology control systems, video conferencing systems, A/V routing switches, etc. Educate and assist the user community with such systems' functionality and use. Routinely make decisions to minimize system downtime.

### RESPONSIBILITIES

Typical duties and responsibilities consist of, but are not limited to, the following:

- Provides daily support and advice to members of the law school community in the use of instructional technology resources;
- Installs, tests and debugs new campus AV/IT systems as necessary to fully commission various types of AV/IT systems. The candidate is also responsible for the technical quality and accuracy of installed systems;
- Provides set up, testing, operating and tear down services of AV equipment; (e.g. projection systems, computers, microphones, video cameras, audio systems and operation of integrated AV systems);
- Assists in the future design of classrooms and interactive learning spaces, conference rooms, and public areas of the school;
- Works with consultants, integrators and vendors of hardware and or/software products to evaluate and troubleshoot third party products and services.

### REQUIREMENTS

#### EDUCATION AND EXPERIENCE

- Minimum 3 years' experience in AV installation;
- Bachelor's degree preferred;

- CTS certified required, CTS-I certified a plus;
- OSHA 10 or 30 certified a plus;
- Understanding of IP networks;
- Familiar with Extron, AMX, Crestron, and Audio Mixers/DSP Systems;
- Some CRESTRON Preferred: CRESTRON 101 & Tool Box, CTI - P101.CTI - P201 or greater.

## **KNOWLEDGE, SKILLS & ABILITIES.**

- Knowledge of data projection systems, audio systems, computer systems, switching and control systems, and associated multimedia equipment;
- Experience and skill to quickly and independently troubleshoot, repair, maintain and install many different types of AV/IT equipment;
- Skills to use schematics to wire equipment racks, display devices, control systems, and associated equipment;
- Skills to safely install data projectors, flat panel monitors, racks, and other A/V equipment into various types of building materials and structures;
- Ability to interpret architectural, electrical, and mechanical drawings, including knowledge to work with and interpret architectural drawings and schematics;
- Ability to read and implement Electronic CAD designs;
- Basic knowledge of electronic theory, practical system designs, analog and digital circuitry;
- Ability to test completed systems fully for both engineering specifications and operational functionality;
- Problem solving and critical thinking skills to diagnose problems and determine steps necessary to an efficient and effective solution;
- Knowledge of PC and Mac computers and commonly used software such as Microsoft Office and AV equipment configuration software;
- Knowledge of electronic theory, practical system designs, analog and digital circuitry;
- Skills to communicate and interact with both faculty and staff in a manner that is consistent with accepted industry and College standards;
- Ability to quickly adjust to changing priorities, support multiple projects at the same time, meet deadlines and able to work under minimum supervision.

## **BENEFITS**

### **Health and Welfare Benefits**

- Comprehensive medical, dental and vision insurance coverage
- Flexible Spending Accounts for transportation-related, healthcare and dependent care expenses
- Employee Assistance Program

### **For your Financial Future**

- Life Insurance
- Disability Insurance
- Legal Insurance
- University of California Retirement Plan (defined benefit)
- Deferred Compensation Plans/Pre-tax Retirement Savings Programs

### **For your Work/Life Balance**

- Fourteen paid holidays per year
- Generous vacation and sick leave
- Commuter Benefits Program

## **THE HIRING PROCESS**

To apply, go to:

<http://hrnetlogin.net/uchastings/app/app.cgi?positionsdesiredtext=Instructional%20Tech%20Eng%20-%20IT%20Dec2017>

**Failure to provide the information as required on the application form including attaching a cover letter and a resume shall immediately disqualify an applicant from employment consideration.**

**Note: Do not close the web browser/tab until you have completed the application and selected the submit button at the end. Otherwise, your application will not be saved and you will need to restart the process.**

*Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please contact Human Resources if you require a reasonable accommodation to apply for a job. Examples of reasonable accommodation include making a change to the application process, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.*

## **WHAT TO EXPECT**

Applicants who meet the position requirements will be competitively evaluated to identify the individuals whose breadth and depth of experience and education most closely relate to the stated requirements and the needs of the College. Depending on the quality and number of the applications received, only the better qualified applicants may be contacted for an interview. **The position is open until filled.**

*UC Hastings College of the Law is an equal opportunity employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity in higher education through their teaching. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*